

# School Safety Drill Announcement

Dear Staff,

We would like to inform you that we will be conducting a safety drill on **[Date]** at **[Time]**. This drill is part of our commitment to ensuring a safe learning environment for our students and staff.

During the drill, please follow the emergency procedures outlined in the staff handbook. It is important that everyone participates and takes this exercise seriously.

Thank you for your cooperation and dedication to the safety of our school community.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[School Name]**